



Ministry of
Colleges and
Universities

Hon. Bette Stephenson, M.D., Minister
Harry K. Fisher, Deputy Minister

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Directory of Registered Private Vocational Schools 1982

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Registration of Private Vocational Schools

Private vocational schools offering courses in one or more of the training categories listed in this directory are approved under the Private Vocational Schools Act.

This directory lists only those schools that had applied for registration or reregistration for the year 1982 by December 31, 1981.

The operation of registered schools is supervised by the Superintendent of Private Vocational Schools. The supervision includes the approval of all advertising copy, graduation requirements, and fees charged for the courses. It also indicates that the teachers are qualified in accordance with the Act, and that the courses registered have been reviewed for their validity.

Approval of the accommodation, equipment, and lighting and heating facilities is also required.

This directory also includes a partial list of the courses offered by the schools.

You may obtain information regarding individual courses directly from the appropriate school.

Many courses are available in each subject area. The content of these courses may vary considerably. For example, one course in radio may teach you to repair radios; another may help you to prepare for a position with a broadcasting company. It is suggested that you write to the schools for complete information and then choose the particular course you want.

The fact that two or more registered schools offer courses with similar titles does not mean that these courses are of equal merit or will be of equal value to you. It does mean that each school describes its courses truthfully and that the fees charged are considered reasonable for the facilities available and for the instruction and services rendered.

The Private Career Education Council (PCEC) is a professional association of private vocational schools in Ontario. In Section 3 of the directory, the designation PCEC after a listing denotes a member school.

You may obtain further information from:

John B. Hay
Superintendent of Private Vocational Schools
Ministry of Colleges and Universities
Skills Development Division
Queen's Park, Mowat Block
Toronto, Ontario M7A 1B8
Telephone: (416) 965-5348

Introduction

In choosing an educational institution, it pays to select the institution that can best prepare you to compete in the job market. In certain fields, the training offered by private vocational schools in Ontario can provide a suitable alternative to the wide range of training offered by colleges, universities, apprenticeship, and other skills development programs.

This directory will help you to select the registered private vocational school that is best suited to your needs. It will help you to understand better the schools' courses, costs, and contract requirements. It is important that you carefully consider your own aptitudes and career goals before you enrol in any course.

What are private vocational schools?

Registered private vocational schools offer training courses in a single occupation or a number of related occupations.

These privately owned and operated schools of business, trades, and technology offer training in secretarial and clerical work, bookkeeping, computer science, radio announcing, drafting, sales, fashion modelling, hotel-motel management, television electronics, court reporting, and other areas. Courses may be provided in day or evening classes and, in many cases, by correspondence.

Do I have to be a high school graduate to enrol in a private vocational school?

You may need a high school diploma to enrol in certain courses. You may also need it to obtain certain jobs, even if you have completed a training course.

Where can I obtain specific information about a particular course?

Write to the appropriate school(s) listed in this directory and request information relating to costs, course content, length of training, entrance requirements, and starting date for the course that interests you.

Are private vocational school graduates accepted by employers?

No training, be it in a college, university, or private vocational school, guarantees employment. A good course should, however, provide you with the necessary skills to meet the minimum employment standards of a particular occupation.

A number of trades and vocations are regulated under the Apprenticeship and Tradesmen's Qualification Act. Regulations under the Act require that all persons practising some of these occupations hold a Certificate of Qualification, obtained through apprenticeship training. Before selecting a training program, it is suggested that you read *Apprenticeship and You*, which is available from your secondary school guidance counsellor or from the Ministry of Colleges and Universities, Communication Services Branch, Public Inquiries Section, Queen's Park, Mowat Block, 14th Floor, Toronto, Ontario M7A 1L2. Telephone: (416) 965-6407.

Key

What financial assistance is available?

A limited number of private vocational schools are eligible to participate in various government financial assistance programs for students. Normally this assistance will apply only to courses that last six months or longer and have an entrance requirement of secondary school graduation. For more complete details, contact the Ministry of Colleges and Universities, Student Awards Branch, Queen's Park, Mowat Block, 8th Floor, Toronto, Ontario M7A 2B4.

A private vocational school's sales representative must be licensed

Under Ontario law, a school's representative who meets prospective students away from the school must have a permit bearing his or her name and the name of the school represented. The permit is endorsed by the Minister of Colleges and Universities and the Superintendent of Private Vocational Schools. The owner of a school is not required to have a permit if he or she does not enrol students or sign contracts away from the premises of the school. *Do not deal outside the school with a representative who does not have a permit.*

What should I consider when enrolling in a private vocational school?

1. Make sure that the school is registered to operate in Ontario.
2. Be sure that you can afford the total cost of the enrolment fee, tuition, laboratory fees, books, transportation, room and board, etc.
3. Evaluate your own aptitudes realistically. Be sure that you have the physical and mental qualities and the educational background to profit from the course you are considering.
4. *Read the contract and be sure you understand it before you sign.* Do not be in a hurry. Your signature makes this contract legally binding. Ask someone else to review the contract if you do not understand it.

A school is responsible only for those conditions or terms which appear in the contract and descriptive literature, nothing more. Any promises or statements that are made orally by the representative and are not contained in the contract or catalogue may not be the responsibility of the school.

5. Be sure that you understand exactly how much it will cost if you interrupt your training. *The refund policy must be clearly stated in the contract.*
6. Decide whether you are willing to devote the time and energy needed to succeed in the course.
7. If possible, visit a school and see the facilities and equipment. Talk with currently enrolled students or graduates. Talk with employers who have hired graduates.

Section 1 of this directory lists the courses available on a residence basis, full-time or part-time. "Residence" means that you must attend formal classes.

Section 2 lists the courses available by correspondence.

Section 3 lists the registered schools that offer the courses listed in the previous two sections. The schools are listed in alphabetical order and are numbered for easy reference.

Should you be interested in either a residence or a correspondence course, turn to Section 1 or 2, respectively. The numbers noted for each course listing refer to the schools, shown in Section 3, that offer that course.

Some correspondence courses require that you attend formal classes before completing the program. Further information is available from individual schools.

Section 1:**Residence Courses**

Courses	Schools
Accounting	16, 31, 75, 89, 90, 91, 92, 97, 100, 115
Aesthetician	51, 60, 73, 80, 99, 119, 137
Air-Mixed Gas Course	23
Announcing (Radio and TV)	133
Apprenticeship Baker Program	79
Artificial Nail Application	48
Audio Sound Productions	122
Bank Teller	16, 26, 27, 62, 63, 64, 65, 66, 67, 79, 134
Bar Training	10, 63, 125
Basic Electronics	29
Blueprint Reading	57, 74
Bookkeeping	11, 31, 75, 89, 90, 91, 92, 100, 109, 110, 115
Business Administration	75, 79, 89, 90, 91, 92, 97, 109, 110, 115, 134
Clerical	30, 44, 56, 61, 75, 79, 83, 89, 90, 91, 92, 109, 110, 115
Computer Engineering Technology	33
Computer Operator	29
Computer Maintenance Technology	29
Computer Programming	1, 8, 29, 31, 33, 54, 55, 59
Computer Technology	29, 105
Cosmetology	15, 32, 101, 131, 132, 137
Court Reporting	105
Culinary Arts	79
Data Entry Operator	6, 16, 26, 27, 31, 54, 59, 62, 63, 64, 65, 66, 67, 134
Data Processing	29, 54
Dental Office Assistant	24, 25
Dicta Typing	16, 30, 45
Disc Jockey	35
Drafting	57
Draping	2
Dressmaking and Design	43
Dry-Wall Taping	95
Electrical Estimating	103
Electric Heating	103
Electrolysis	39, 40, 51, 60, 68, 69, 93, 137
Electronics (Various)	1, 33, 104, 105
Engineering, Electrical	1
Engineering, Electronic	33, 104
Export-Import	115
Fashion Commentator	42
Fashion Design	2, 43
Fashion Merchandising	47, 115
Haute Couture Techniques	2, 43
Heavy Equipment Operating	37
Home Improvement (Dry-Wall, etc.)	95
Hotel Operation	24, 25
Hyperbaric Chamber Operator	23
Income Tax	36, 100, 123
Machine Transcription	100, 115, 136

Courses	Schools
Make-Up Artist (Stage, etc.)	3, 12, 38, 46, 80, 99, 107, 112, 113, 131, 132
Manicure	80
Massage and Hydrotherapy	15
Massage Therapy	70, 73, 120
Mechanical (Plumbing and Heating)	103
Medical Office Assistant	24, 25
Medical Office Practice	24, 25
Medical Records and Terminology	54
Medical Transcription	54
Millinery	2
Modelling	12, 34, 38, 41, 42, 46, 49, 52, 72, 76, 101, 107, 108, 114, 117, 121, 124, 130
Motel Operation	24, 25
Office Practice and Management	100, 115
Pattern Drafting (Fashion)	43
Pattern Making	2, 43
Photography (Modelling)	34, 38, 46
Printing	95
Private Investigation	4, 18
Professional Sewing	2, 43
Receptionist	6, 61, 79, 97, 109, 110, 134
Salesmanship (Dale Carnegie)	100
Secretarial	16, 30, 44, 45, 56, 75, 79, 83, 87, 89, 90, 91, 92, 97, 115, 134, 136
Secretarial, Accelerated	61
Secretarial, Bank	11
Secretarial, Bilingual	71, 75
Secretarial, Executive	11, 16, 45, 79, 97, 134
Secretarial, Legal	11, 16, 45, 54, 56, 61, 75, 79, 89, 90, 91, 92, 97, 134, 136
Secretarial, Medical	11, 45, 54, 61, 75, 79, 89, 90, 91, 92, 97, 134
Security Guard	18
Shorthand	11, 100, 136
Stenography	11, 30, 56, 61, 75, 83, 89, 90, 91, 92, 109, 110, 115
Stenotypy	105
Systems Analysis and Design	1, 33, 54, 55
Tailoring	2, 43, 54, 56
Television Film Production	86, 133
Television Newscasting	133
Tractor-Trailer Training	5, 37, 82, 96, 98, 127, 128
Travel Counsellor	11, 16, 21, 22, 24, 25, 26, 27, 62, 64, 66, 67, 79, 109, 110, 126, 134, 135
Typing	6, 8, 11, 30, 79, 83, 100, 109, 110, 115, 134, 136
Underwater Photo/TV	23
Upholstery	17, 94
Welding (Various)	14, 50, 57, 74, 77, 84
Word Processing	6, 8, 16, 26, 27, 30, 44, 54, 62, 63, 64, 65, 66, 67, 75, 88, 89, 91, 92, 102, 109, 110, 115, 136

Section 2:**Correspondence Courses**

Courses	Schools
Accounting	13, 53, 58, 78, 85, 100
Aesthetician	60
Air Conditioning and Refrigeration	53, 58
Aircraft Mechanic	53
Announcing (Radio and TV)	86
Appliance Servicing	53
Art, Commercial	53
Art, Fundamentals	9, 53
Bar Training	20, 63, 106
Blueprint Reading	53
Bookkeeping	53, 85, 100, 116
Business Administration	53, 85
Business Management	53, 58, 78
Clerical	53, 78
Computer Programming	1, 53
Computer Technology	53, 105
Culinary Arts	53
Data Processing	53, 78
Dental Office Assistant	24, 25
Dental Office Procedures	7, 53
Diesel Engines	53
Dog Breeder (Canine Care)	111
Drafting	53, 58
Dressmaking and Design	53
Electrician	53
Electrolysis	39
Electronics (Various)	1, 53, 58, 81
Engineering, Chemical	53, 58
Engineering, Civil	53, 58
Engineering, Electrical	53, 58, 81
Engineering, Electronic	53, 58
Engineering, Industrial	53, 58
Engineering, Mechanical	53, 58, 81
Engineering, Professional Licence	53
Engineering, Structural	53, 58
Export-Import	116
General Record Keeping	13
Heating and Ventilation	53
Hotel Operation	20, 24, 25, 53, 58
Income Tax	19, 28, 53, 100, 123, 129
Interior Design	7, 53, 58
International Freight Forwarding	116
Investigation and Security	53
Journalism	53
Kennel Operator	111
Library Science	53
Management Accounting	53
Management, Small Business	53
Management, Traffic	53
Marketing	53
Mechanical Courses (Motor)	58

Courses	Schools
Medical Office Assistant	24, 25, 53
Medical Office Practice	7, 53
Medical Records and Terminology	7, 53
Medical Transcription	7, 53
Motel Operation	53, 58
Motor Mechanics	53
Office Practice and Management	53, 100
Paste-Up (Graphic Arts)	53
Photography	53
Power Plant Engineering and Operation	53
Purchasing	53
Quality Control	53
Receptionist	53
Record Keeping	13, 78
Retailing	53
Salesmanship	53, 100
Secretarial	13, 53, 58
Secretarial, Executive	53, 85
Secretarial, Medical	53
Shorthand	53, 78, 116
Stationary Engineer	53
Stenography	53
Stenotypy	7
Systems Accounting (Computer)	53
Systems Analysis and Design	1, 53
Telecommunications	53
Television Copy-writing	53, 86
Television Servicing	53, 58
Textiles	53
Tractor-Trailer Training	96
Travel Counsellor	20, 53, 106, 135
Typing	7, 53, 78, 100, 116
Upholstery	53, 118
Waiter Training	106
Word Processing	78

Section 3:

Schools

-
1. A.M.J. Electronic College
275 First Avenue
Ottawa K1S 2G7
Telephone: (613) 238-2800
Manager: Mr. A.M. Jotoff
PCEC
2. Académie des Couturiers Canadiens (L')
Mail only:
423 Sussex Drive
Ottawa K1N 6Z3
Training:
267 Dalhousie Street
Ottawa
Telephone: (613) 238-5233
Manager: Mr. R. Robinson
3. Academy of Professional Make-up Design Inc.
26 Cumberland Street
Suite 201
Toronto M4W 1J5
Telephone: (416) 967-1717
Managers: Mr. S. Marino/Ms. A. Lambrou
4. Academic Private Vocational School (The)
54 Chatham Street
Brantford N3T 2N9
Telephone: (519) 756-5502
Manager: Mr. T. Fitzpatrick
5. Ace Driver Training Inc.
Mail only:
7 Priscilla Lane
Hamilton L8E 3K9
Training:
132 Bancroft Street
Hamilton
Telephone: (416) 560-9122
Manager: Mr. P. Botermans
6. All Careers Business School
3041A Hurontario Street
Mississauga L5A 2H3
Telephone: (416) 270-5566
Manager: Mr. G.D. Fraser
7. Allstate Technical Schools, Inc.
2221 Yonge Street
Suite B-100
Toronto M4S 2B1
Telephone: (416) 481-8578
Manager: Mr. A. Bhatti
PCEC
8. Anderkoch Institute of Data Processing
58 Queen Street South
Kitchener N2G 1V6
Telephone: (519) 579-1630
Manager: Mr. N. Andersen
9. Art Instruction Schools, Inc.
53 Highcroft Road
Barrie L4N 2X6
Telephone: (705) 726-8351
Manager: Mr. G. Worrall
10. Bartender Training School
270 Danforth Avenue
Toronto M4K 1N6
Telephone: (416) 461-1372
Manager: Mr. F. Viragh
11. Bartley Institute of Travel Trade & Business
330 Dupont Street
Toronto M5R 1V9
Telephone: (416) 922-0194
Manager: Mr. R. Zonenberg
12. Cameo School of Self-Improvement and Modelling Ltd.
379 Queen Street South
Kitchener N2G 1W6
Telephone: (519) 744-8989
Manager: Mrs. J. Heaton
13. Canada College
Mail only:
P.O. Box 293, Station M
Toronto M6S 4T3
Training:
39 Grenadier Heights
Toronto
Telephone: (416) 766-9456
Manager: Mr. C. Dorevich
14. Canada Welding Trade School
26 Balsam Avenue North
Hamilton L8L 6Y2
Telephone: (416) 544-1284
Manager: Mr. J. MacDonald
15. Canadian College of Massage and Hydrotherapy
Mail only:
P.O. Box 983
Sutton West L0E 1R0
Training:
85 Church Street
Sutton
Telephone: (416) 722-3162
Manager: Mrs. E. Szasz
PCEC
16. Canadian Institute of Business Ltd.
Mail only:
85 Lyndale Crescent
Woodstock N4S 7S8
Training:
210 Dundas Street
London
Telephone: (519) 672-9520
Manager: Mr. R. Tahlan
17. Canadian School of Custom Upholstery
111 Tyco's Drive
Toronto M6B 1W3
Telephone: (416) 781-6601
Manager: Mr. A. Mlotek
18. Canadian School of Private Investigation & Security
3675 Keele Street
Suite 104
Downsview M3J 1M6
Telephone: (416) 638-2334
Manager: Mr. C. Franco
19. Canadian School of Tax Accounting
150 Eglinton Avenue East
Suite 101
Toronto M4P 1E8
Telephone: (416) 488-5404
Manager: Mr. D.C. Smylie
20. Canadian School of Travel
2221 Yonge Street
Toronto M4S 2B1
Telephone: (416) 481-2214
Manager: Mr. M.K. Panjwani
PCEC
21. Canadian Travel School Corporation
33 Bloor Street East
Suite 203
Toronto M4W 3H1
Telephone: (416) 968-6333
Manager: Mr. D.R. Cooper
PCEC
22. Canadian Travel School Corporation
Mail only:
33 Bloor Street East
Suite 203
Toronto M4W 3H1
Training:
Room P1023
Wilfrid Laurier University
Waterloo
Telephone: (416) 968-6333
Manager: Mr. D.R. Cooper
PCEC
23. Canadian Underwater Training Centre
417A Queen's Quay West
Toronto M5V 1A2
Telephone: (416) 363-6822
Manager: Mr. V.L. Pavuls
PCEC
24. Career Canada Ltd.
55 Queen Street East
Toronto M5C 1R6
Telephone: (416) 363-3721
Manager: Mr. J.M. McSween
PCEC
25. Career Canada Ltd. (Ottawa)
2315 Riverside Drive
Billings Bridge Plaza
Ottawa K1H 7X6
Telephone: (613) 523-8355
Manager: Mrs. Y. Watson
26. Century Business Academy Inc.
43 Eglinton Avenue East
Suite 606
Toronto M4P 1A2
Telephone: (416) 486-6772
Manager: Mr. T. Behich

27. Century Business Academy (West) Inc.
Mail only:
43 Eglinton Avenue East
Suite 606
Toronto M4P 1A2
Training:
1700 Wilson Avenue
Suite 208
Downsview
Telephone: (416) 249-2291
Manager: Mr. T. Behich
-
28. City Income Tax and Bookkeeping Service
Mail only:
P.O. Box 942
Cornwall K6H 5V1
Training:
1380 Second Street East
Cornwall
Telephone: (613) 933-0714
Manager: Mr. D.W. Liboiron
-
29. Control Data Institute
50 Hallcrown Place
Willowdale M2J 1P7
Telephone: (416) 491-9191
Manager: Mr. A.T. Murray
PCEC
-
30. Cooksville Business School
95 Dundas Street West
Mississauga L5B 1H7
Telephone: (416) 279-7980
Manager: Ms. G.L. Scanlan
-
31. D.M.D. Career Training Inc.
232 King Street North
Suite 103
Waterloo N2J 2Y7
Telephone: (519) 886-6511
Manager: Ms. D.M. Driscoll
-
32. Derma-Care Cosmetology Institute Limited
1290 Bay Street
2nd Floor
Toronto M5R 2C3
Telephone: (416) 964-6090
Manager: Ms. E. Rostas
-
33. DeVry Institute of Technology, a Division of Bell & Howell Ltd.
2201 Finch Avenue West
Weston M9M 2Z4
Telephone: (416) 741-9220
Manager: Mr. P.J. Dykstra
PCEC
-
34. Dorie Modelling Ltd.
28 Dundas Street East
2nd Floor
Mississauga L5A 1W2
Telephone: (416) 275-9604
Managers: Ms. D. Wimmer-Barnhart/Mr. R.E. Barnhart
-
35. Dynamic School for Mobile Disc Jockeys Company Incorporated (The)
Mail only:
1624 Woodbine Heights Boulevard
Toronto M4B 3A4
Training:
813 O'Connor Drive
Toronto
Telephone: (416) 757-0641
Manager: Mr. M. Templeton
-
36. E.B.S. Services of Canada Ltd.
2696 Danforth Avenue
Toronto M4C 1L7
Telephone: (416) 699-0266
Manager: Mr. D. Hayden
-
37. Eastern Ontario School of Trucking Ltd.
P.O. Box 460
Highway 44
Almonte K0A 1A0
Telephone: (613) 256-2693
Manager: Mr. D. Sutherland
PCEC
-
38. Eleanor Fulcher Ltd.
667 Yonge Street
2nd Floor
Toronto M4Y 1Z9
Telephone: (416) 924-9633
Manager: Ms. E. Fulcher
PCEC
-
39. Electrolysis Educational Institute
2 Carleton Street
Suite 1421
Toronto M5B 1J3
Telephone: (416) 977-7343
Manager: Ms. V.F.A. Bellefeuille
PCEC
-
40. Electrolysis School of Canada Inc.
6075 Yonge Street
Willowdale M2M 3W4
Telephone: (416) 221-3363
Manager: Mrs. M.E. Clark
PCEC
-
41. Elegance School of Self-Improvement and Modelling
Mail only:
15 Gustin Avenue
Lambeth N0L 1S0
Telephone: (519) 652-3157
Training:
190 Wortley Road
London
Telephone: (519) 472-4375
Manager: Mrs. P. Hugill
-
42. Ellen Henderson Finishing and Modelling Agency Ltd.
1262 Don Mills Road
Suite 18-19
Don Mills M3B 2W7
Telephone: (416) 444-9571
Manager: Mrs. S. Cheatley
-
43. Ellen Peterson's Fashion Institute
Mail only:
P.O. Box 3271, Station D
Willowdale M2R 3G6
Training:
Suite N-5
Towne & Country Square
Yonge Street & Steeles Avenue
Willowdale
Telephone: (416) 222-4533
Manager: Mrs. E. Peterson
PCEC
-
44. Ethel Gould Business College
1304 Wellington Street
Ottawa K1Y 3B2
Telephone: (613) 729-8151
Managers: Mr. F.E. Kajfes/Mr. M.T. Valentine
-
45. Etobicoke Business College
4127 Dundas Street West
Toronto M8X 1X2
Telephone: (416) 233-5471
Manager: Miss B. Rowett
-
46. Fantasia Modelling Agency
55 Nuggett Avenue
Suite 202
Scarborough M1S 3L1
Telephone: (416) 293-1126
Managers: Ms. J. Laucke/Ms. C. Verriion
-
47. Fashion Institute of Canada (The)
Mail only:
2436 Yonge Street
Toronto M4P 2H4
Training:
2409 Yonge Street
Toronto
Telephone: (416) 481-6477
Manager: Mrs. C. Norman
-
48. Fingernail Training Academy
4914A Yonge Street
Willowdale M3N 5N5
Telephone: (416) 222-4151
Manager: Mrs. I. Toshack
-
49. Focus Modelling School
1818 Dundas Street East
Whitby L1N 2L4
Telephone: (416) 579-9653
Manager: Ms. J. Lickerish
-
50. General Welding School Ltd.
61-63 Jarvis Street
Toronto M5C 2H2
Telephone: (416) 363-7635
Manager: Mr. J.R. Lee
-
51. Gina's School of Aesthetics and Electrolysis
6 Regina Road North
Waterloo N2J 2Z5
Telephone: (519) 886-2090
Manager: Mr. C. DeCicco
-
52. Gloria Moody Charm and Modelling School
Mail only:
1420 Isabella Street
Thunder Bay P7E 5B9
Training:
YMCA/YWCA
132 Archibald Street
2nd Floor
Thunder Bay
Telephone: (807) 622-9084
Manager: Mrs. G. Moody
-
53. Granton Institute of Technology
263 Adelaide Street West
Toronto M5H 1Y2
Telephone: (416) 364-5218
Manager: Mr. C.R.C. Hope
PCEC

54. Herzing Institutes of Canada
164 Eglinton Avenue East
Suite 310
Toronto M4P 1G4
Telephone: (416) 484-6996
Manager: Mr. J.B. Murchie
PCEC
-
55. Honeywell Institute for Continuing Studies
155 Gordon Baker Road
Willowdale M2H 3N7
Telephone: (416) 449-9022
Manager: Mr. R.B. Marriott
-
56. Huntsville Secretarial Teaching Service
19 Rogers Road
Huntsville POA 1K0
Telephone: (705) 789-4267
Manager: Mrs. M. Cockram
PCEC
-
57. Institute of Technical Trades Ltd.
734 Kipling Avenue
Toronto M8Z 5G5
Telephone: (416) 255-2369
Manager: Mr. E.T. O'Shaughnessy
PCEC
-
58. International Correspondence Schools
Canadian, Ltd.
6102 Burdett Drive East
Niagara Falls L2E 5G7
Telephone: (416) 354-4252
Manager: Mr. E. Tadeson
PCEC
-
59. International Data Processing Institute
(Hamilton) Ltd.
139 King Street East
Hamilton L8N 1B1
Telephone: (416) 528-1108
Manager: Mr. W.J. Bodner
PCEC
-
60. International School of Haute Esthetique
Edith Serei Inc.
181 Eglinton Avenue East
Toronto M4P 1J9
Telephone: (416) 482-2773
Manager: Ms. M. Kurbegovich
-
61. Johnson Business Academy Ltd. (The)
719 Main Street West
2nd Floor
Tope Building
Hamilton L8S 1A3
Telephone: (416) 523-4494
Manager: Mrs. M.R. Johnson
PCEC
-
62. Karen Hall Careers
Mail only:
10 Young Street
Kitchener N2H 4Y8
Training:
20 Hughson Street South
Hamilton
Telephone: (416) 824-5235
Manager: Ms. S. Mossinday
-
63. Karen Hall Careers
10 Young Street
Kitchener N2H 4Y8
Telephone: (519) 743-4691
Manager: Ms. K.J. Hall
PCEC
-
64. Karen Hall Careers
Mail only:
10 Young Street
Kitchener N2H 4Y8
Training:
111 Waterloo Street
London
Telephone: (519) 432-1020
Manager: Ms. K.J. Hall
-
65. Karen Hall Careers
Mail only:
10 Young Street
Kitchener N2H 4Y8
Training:
93 Dundas Street East
Suite 107
Mississauga
Telephone: (416) 276-2683
Manager: Mr. E. Bacon
-
66. Karen Hall Careers
Mail only:
10 Young Street
Kitchener N2H 4Y8
Training:
280 Albert Street
Suite 203
Ottawa
Telephone: (613) 235-0867
Manager: Ms. S. Mossinday
-
67. Karen Hall Careers
Mail only:
10 Young Street
Kitchener N2H 4Y8
Training:
1814-A Eglinton Avenue East
Suite 208
Scarborough
Telephone: (416) 751-3324
Manager: Mr. E. Bacon
-
68. Kathleen's Electrolysis and Training
Centre
7205 Goreway Drive
Upper Level 1
Westwood Mall
Mississauga L4T 2T8
Telephone: (416) 677-5891
Manager: Ms. K. Miller
-
69. Kathleen's Electrolysis and Training
Centre
241 Dundon Street
Brantford N3R 6C8
Telephone: (519) 756-5411
Manager: Ms. S. Rachiero
-
70. Kikkawa Shiatsu School Inc.
Mail only:
234 Keele Street
Toronto M6P 2K3
Training:
2444 Bloor Street West
Toronto
Telephone: (416) 762-4857
Manager: Ms. S. Kikkawa
-
71. LaFortune Business College
447 Sussex Drive
Ottawa K1N 6Z4
Telephone: (613) 233-4791
Manager: Mr. D. LaFortune
-
72. Lakehead Modelling School and Agency
176 Rupert Street
Thunder Bay P7B 3X1
Telephone: (807) 344-5973
Manager: Ms. P. Potts
-
73. Lam School of Advanced Esthetics
2130 Lawrence Avenue East
Suite 201
Scarborough M1R 2Z8
Telephone: (416) 757-3249
Manager: Mr. H. Lam
-
74. Lambton Technical School
Mail only:
1065 Brenchley Street
Suite 308
Sarnia N7S 1R6
Training:
114 Kendal Street
Point Edward
Telephone: (519) 336-3316
Manager: Mr. G. Chatzissavas
-
75. Larocque Bilingual Business College
276½ Dalhousie Street
Ottawa K1N 7E6
Telephone: (613) 236-0443
Manager: Mr. P. Greer
-
76. Leja's Modelling School
121 Brock Street North
3rd Floor
Whitby L1N 4H3
Telephone: (416) 666-1528
Manager: Mrs. I. Leja
-
77. Lincoln School of Welding
R.R. 2
Trenton K8V 5P5
Telephone: (613) 392-4826
Manager: Mr. E. Jones
PCEC
-
78. Lorman Institute
239 Sheppard Avenue East
Suite 200
Willowdale M2N 3A8
Telephone: (416) 222-3332
Manager: Mrs. J. Loughran
-
79. Lougheed Business College Ltd.
445 King Street West
Kitchener N2G 1C2
Telephone: (519) 579-3160
Manager: Mr. L.G. Lougheed
PCEC
-
80. Marvel Beauty School
Mail only:
33 Bloor Street East
3rd Floor
Toronto M4W 3H1
Training:
33 Bloor Street East
2nd Floor
Toronto
Telephone: (416) 923-0991
Manager: Mr. H. Hlady

81. McGraw-Hill Continuing Education Center
330 Progress Avenue
Scarborough M1P 2Z5
Telephone: (416) 293-1911
Manager: Mr. S.J. Kenmuir
PCEC
-
82. Merv Orr's Transport Training School of Cambridge Inc.
Mail only:
P.O. Box 3186
Cambridge-Preston N3H 4S6
Training:
4230 Fountain Street North
Cambridge-Preston
Telephone: (519) 648-2519
Manager: Mr. M. Orr
PCEC
-
83. Metzler Business School
Mail only:
P.O. Box 41
Kingston K7L 4V6
Training:
77 Brock Street
Kingston
Telephone: (613) 546-1254
Manager: Mrs. P. Owen
PCEC
-
84. Mountain School of Welding
1495 Upper James Street
Hamilton L9B 1K2
Telephone: (416) 383-7827
Manager: Mr. R. Jolley
-
85. National College
5740 Yonge Street
Suite 204
Willowdale M2M 3T4
Telephone: (416) 225-6476
Manager: Mr. D. Scurfield
-
86. National Institute of Broadcasting
1055 Yonge Street
Suite 200
Toronto M4W 2L2
Telephone: (416) 921-7811
Manager: Mr. J.C. Dickins
-
87. Niagara Commercial College Ltd.
4509 Queen Street
Niagara Falls L2E 2L4
Telephone: (416) 356-3141
Manager: Mrs. A. Henderson
-
88. Officemation Computer Processing School
Mail only:
1284 Wellington Street West
Ottawa K1Y 3A9
Training:
2249 Carling Avenue
Suite 314
Ottawa
Telephone: (613) 596-1281
Manager: Mr. J. Reed
-
89. Ontario Business College
54 Victoria Avenue
Belleville K8N 1Z7
Telephone: (613) 962-0870
Manager: Mr. A. Greer
PCEC
-
90. Ontario Business College (Oshawa)
54C Centre Street North
Richmond Centre
Oshawa L1G 4B4
Telephone: (416) 576-9175
Manager: Mr. L. Van Dewall
PCEC
-
91. Ontario Business College (Sudbury)
30 Elgin Street North
4th Floor
Sudbury P3C 5B4
Telephone: (705) 673-8213
Manager: Ms. P. Horgan
PCEC
-
92. Ontario Business College (Thunder Bay)
1119 Victoria Avenue East
Thunder Bay P7C 1B7
Telephone: (807) 622-7061
Manager: Mr. G.E. Trawa
PCEC
-
93. Ottawa School of Electrolysis
83 Holland Avenue
Ottawa K1Y 0Y1
Telephone: (613) 722-0860
Manager: Ms. J. Coleman
-
94. Ontario School of Upholstery
90 Basaltic Road
Maple LOJ 1E0
Telephone: (416) 661-9247
Manager: Mr. J.A. Smith
-
95. Ontario School of Vocational Trades
68 Colville Road
Toronto M6M 2Y4
Telephone: (416) 248-8880
Manager: Mr. E. Pacia
-
96. P.T.L. Truck Driving School
5300 Outer Drive
R.R. 1
Windsor N8N 2L9
Telephone: (519) 737-1231
Manager: Mr. H. Plante
-
97. Park Business College
139 King Street East
Hamilton L8H 1B1
Telephone: (416) 522-5500
Manager: Mrs. J. Bodner
PCEC
-
98. Participation Transport Training Centre Ltd.
480 Lakeshore Boulevard East
Toronto M5A 1C3
Telephone: (416) 363-8031
Manager: Mr. G. Gibson
-
99. Pebec School of Esthetics and Cosmetology
209 John Street
London N6A 1N9
Telephone: (519) 432-7162
Manager: Mr. L. Buijs
-
100. Practical Business Institute (The)
Mail only:
3038A Bloor Street West
Toronto M8X 1C4
Telephone: (416) 239-9919
Manager: Mr. M.G. Noia
-
101. Professional Studios — School of Self-Improvement and Model Agency
189 Mary Street
Imperial Building
Waterloo N2J 1S1
Telephone: (519) 744-8841
Manager: Miss C. Fitzpatrick
-
102. Professional Word Processing
59 Main Street North
Suite B-2
Markham L3P 1X7
Telephone: (416) 294-4796
Manager: Mr. P. Purcell
-
103. Progressive Estimating (Vocational School) Ltd.
Mail only:
78 Deveron Crescent
London N5Z 4B5
Training:
YMCA/YWCA
1050 Hamilton Road
London
Telephone: (519) 681-8841
Manager: Mr. D.L. Jenkins
-
104. Radio College of Canada
243 College Street
Toronto M5T 2Y1
Telephone: (416) 598-4004
Manager: Mr. H.J. Nichol
PCEC
-
105. Radio Electronic Television School
8 Dundas Street West
Toronto M5G 1B7
Telephone: (416) 977-7161
Manager: Mr. J.D. Hatch
PCEC
-
106. Rapid Results School
74 Palmdale Drive
Scarborough M1T 3M7
Telephone: (416) 496-2756
Manager: Mr. M.H. Mohamed
-
107. Rita Mansfield Agency Modelling and Finishing School
130 Slater Street
Suite 950
Ottawa K1P 6E2
Telephone: (613) 238-2641
Manager: Ms. R. Mansfield
-
108. Runway Model Training Centre
57 Simcoe Street South
Oshawa L1H 4G5
Telephone: (416) 579-6237
Manager: Mr. D. Brown
-
109. St. Catharines Business College
124 Geneva Street
St. Catharines L2R 4N5
Telephone: (416) 685-9421
Manager: Mr. R. Ashley
PCEC

110. St. Catharines Business College
31 West Main Street
Welland L3C 4Z5
Telephone: (416) 735-6180
Manager: Mr. R. Ashley
PCEC
-
111. School of Canine Science (The)
4981 Appleby Line
R.R. 6
Milton L9T 2Y1
Telephone: (416) 335-8093
Manager: Mrs. C. Gardiner
-
112. School of Makeup Art Ltd. (The)
1290 Bay Street
Suite 3
Toronto M5R 2C3
Telephone: (416) 961-1300
Manager: Ms. Y. Bussin
-
113. School of Make-up Technique (The)
274 Avenue Road
1st Floor
Toronto M4V 2G7
Telephone: (416) 923-6013
Manager: Ms. V. Campbell
-
114. Select Models
158 King Street
St. Catharines L2R 5J4
Telephone: (416) 684-2258
Manager: Ms. C. Etzl
-
115. Shaw Central College
2436 Yonge Street
Toronto M4P 2H4
Telephone: (416) 481-6477
Manager: Mr. L.H. Porter
PCEC
-
116. Shaw Home Study College
2436 Yonge Street
Toronto M4P 2H4
Telephone: (416) 481-6477
Manager: Mr. D.R. Shaw
-
117. Stevens Finishing School of Hamilton
350 King Street East
Suite 207
First Place
Hamilton L8N 1C2
Telephone: (416) 528-5901
Manager: Ms. P. Fisher
-
118. Students School of Custom Upholstery
495-97 Champagne Drive
Downsview M3J 2C6
Telephone: (416) 633-5552
Manager: Mrs. A. Shapiro
-
119. Sudbury School of Esthetics
945 Barrydowne Road
Sudbury P3A 3T9
Telephone: (705) 560-6602
Manager: Ms. Y. St. Onge
-
120. Sutherland-Chan School and Teaching Clinic
732 Spadina Avenue
Toronto M5G 2T9
Telephone: (416) 366-1712
Manager: Ms. G. Chan
-
121. Sylvia Reiser Modelling and Self-Development School
35 Geneva Drive
Hamilton L9C 3Z4
Telephone: (416) 389-1455
Manager: Mrs. S. Reiser
-
122. Tamiro Consultants Inc.
278 Jane Street
Toronto M6S 3Z2
Telephone: (416) 763-1131
Manager: Mr. T. Shelton
PCEC
-
123. Tax Time Services Ltd.
1304 Speers Road
Oakville L6L 2X4
Telephone: (416) 827-1455
Manager: Mrs. J.E. Haynes
-
124. Team One Modelling Agency and School
274 Avenue Road
Toronto M4V 2G7
Telephone: (416) 923-6166
Manager: Ms. V. Campbell
-
125. Toronto Bartenders Training School
617-A Bloor Street West
Toronto M6G 1K8
Telephone: (416) 531-3027
Manager: Mr. R. Robinson
-
126. Travel Training Career Centre Limited
9 Glen Agar Drive
Islington M9B 5L5
Telephone: (416) 622-1075
Manager: Ms. L. Blazik
-
127. Tri-County Vocational Driver Training
300 Colborne Street East
Brantford N3S 3M9
Telephone: (519) 756-5552
Managers: Mr. J. Wynia/Mr. G. Edler
-
128. Tri-County Vocational Driver Training
650 King Street East
Kitchener N2G 2M3
Telephone: (519) 744-7521
Managers: Mr. J. Wynia/Mr. G. Edler
PCEC
-
129. U & R Tax Services
118 Roxborough Drive
Toronto M4W 1X4
Telephone: (416) 921-8858
Manager: Mrs. A. Melhuish
-
130. Universal Mannequinn Fashion School & Model Agency
463 Richmond Street
London N6A 3E5
Telephone: (519) 673-1234
Managers: Mr. G. Georgopoulos/Mrs. D. Georgopoulos
-
131. Versailles Academy of Make-up Arts & Sciences
35 O'Connor Street
Suite 203
Ottawa K1P 5M4
Telephone: (613) 235-1825
Manager: Ms. D. MacIntosh
PCEC
-
132. Visage School of Cosmetic Artistry
Mail only:
3979 Chesswood Drive
Downsview M3J 2R8
Training:
134 Yorkville Avenue
Lower Level
Toronto
Telephone: (416) 928-0606
Managers: Ms. C. Baker/Mr. G. Fruchtman
-
133. Weist-Barron School of Television Canada Ltd.
180 Bloor Street West
Suite 1004
Toronto M5S 2V6
Telephone: (416) 960-3588
Manager: Ms. M. Lane
-
134. Westervelt Business School Ltd.
190 Wortley Road
London N6C 4Y7
Telephone: (519) 679-0780
Manager: Mr. L.G. Lougheed
PCEC
-
135. Westervelt Travel Institute Ltd.
190 Wortley Road
London N6C 4Y7
Telephone: (519) 679-0780
Manager: Mr. L.G. Lougheed
PCEC
-
136. Willis Business College Ltd.
85 O'Connor Street
Ottawa K1P 5M6
Telephone: (613) 233-1127
Manager: Mrs. M.A. Service
PCEC
-
137. Zehava School of Esthetics and Cosmetology
4544 Dufferin Street
Unit 5
Downsview M3H 5X2
Telephone: (416) 633-6330
Manager: Mrs. Z. Saarony
PCEC

Retention and Repayment of Fees

Enrolment in a private vocational school shall be by means of a contract. The contract must be approved by the Superintendent of Private Vocational Schools and signed by both the applicant and the school's owner. In the case of a minor below the age of eighteen, the signature of a guarantor must be included. Both parties to the contract will hold an original copy of the contract.

The following excerpts from the Revised Statutes of Ontario, 1980, and Ontario Regulation 801, as amended, under the Private Vocational Schools Act, must be included verbatim in the contractual document.

20. A private vocational school may charge a registration fee that shall not exceed 100 per cent of the total cost of the course of instruction or \$100, whichever is the lesser, and such registration fee shall be applied to the total cost of the course of instruction. O. Reg. 499/81, s. 5.

21.—(1) Subject to section 17 and subsection 18 (5) of the Act,

(a) where a person has contracted for a course of instruction at a private vocational school twenty-one days or more prior to the commencement date of the course of instruction and gives notice in writing either delivered personally or by registered mail to the private vocational school at least twenty-one days prior to the commencement date of the course of instruction, of his intention not to commence the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person, except for the registration fee referred to in section 20;

(b) where a person has contracted for a course of instruction at a private vocational school twenty-one days or more prior to the commencement date of the course of instruction and gives notice in writing either delivered personally or by registered mail to the private vocational school less than twenty-one days prior to the commencement date of the course of instruction, of his intention not to commence the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person except,

(i) the registration fee under section 20, and

(ii) 10 per cent of the fees for the whole course of instruction;

(c) where a person has contracted for a course of instruction at a private vocational school less than twenty-one days prior to the commencement date of the course of instruction and gives notice in writing either delivered personally or by registered mail to the private vocational school at any time prior to the commencement date of the course of instruction, of his intention not to commence the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person except,

(i) the registration fee under section 20, and

(ii) 10 per cent of the fees for the whole course of instruction;

(d) subject to subsection (4), where a person has contracted for a course of instruction at a private vocational school and gives notice in writing either delivered personally or by registered mail to the private vocational school after the commencement date of the course of instruction of his intention to cease taking the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person except,

(i) the registration fee under section 20,

(ii) the proportion of the fees for the course of instruction that the part of the course of instruction supplied and serviced up to the time of receipt of the notice bears to the course of instruction, and

(iii) 10 per cent of the difference between the fees for the course of instruction and the proportion of the fees that the part of the course of instruction supplied and serviced up to the time of receipt of the notice bears to the course of instruction; and

(e) where a private vocational school has supplied equipment to a person that is in addition to the integral and essential equipment supplied with the written material for a course of instruction and the private vocational school receives from the person a notice under clause (a), (b), (c) or (d), the private vocational school may make a charge not exceeding the retail cost to the private vocational school, for the additional equipment or for the use thereof, as the case may be, except where the person returns all the additional equipment to the private vocational school unopened or as issued, within ten days of the receipt of the additional equipment by the person. R.R.O. 1980, Reg. 801, s. 21 (1); O. Reg. 499/81, s. 6 (1).

(2) The maximum amount a private vocational school may retain under clause (1) (c) is \$200.

(3) Where a private vocational school receives a proper notice under clause (1) (a), (b), (c) or (d), the private vocational school shall acknowledge receipt of the notice and provide the student with a statement of any moneys retained by the private vocational school. R.R.O. 1980, Reg. 801, s. 21 (2, 3).

(4) Where a private vocational school has supplied and serviced two-thirds or more of a course of instruction and has not received a proper notice under clause (1) (d) before that date, the private vocational school shall not be obliged to refund any money paid for or on account of the fees by or on behalf of a person who has contracted for such course of instruction. O. Reg. 499/81, s. 6 (2).

22. Where a person has contracted for a course at a private vocational school and does not give notice in writing by registered mail to the private vocational school prior to the commencement date of the course of instruction that is not by way of correspondence of his intention not to commence the course of instruction and does not attend the first five consecutive days of the course of instruction, the contract is voidable at the option of the private vocational school, and the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person, except,

- (a) the registration fee provided for in section 20; and
- (b) 10 per cent of the fees for the course of instruction. R.R.O. 1980, Reg. 801, s. 22; O. Reg. 499/81, s. 7.

23.—(1) Where a person has contracted for a course of instruction that is not by way of correspondence at a private vocational school and exercises his option to void the contract under section 18 prior to the date upon which the first class is held in respect of any subject of the course of instruction, the private vocational school shall, except as provided in clause 21 (1) (e), refund any money paid by or on behalf of the student for or on account of fees for the course of instruction, including the registration fee under section 20.

(2) Where a person has contracted for a course of instruction that is not by way of correspondence at a private vocational school and fails to exercise his option to void a contract under section 18 prior to the date upon which the first class is held, clauses 21 (1) (d) and (e) shall apply in respect of any subsequent exercise of the option notwithstanding that the student may not have participated in the course of instruction, except that the owner of the private vocational school is not entitled to retain the registration fee under section 20.

(3) Where a person has contracted for a correspondence course at a private vocational school and exercises his option to void the contract under section 18 before returning a part of the course of instruction for the purpose of marking, and notwithstanding that one or more lessons may have been delivered by the private vocational school to the person, the private vocational school shall, except as provided in clause 21 (1) (c), refund any money paid by or on behalf of the student for or on account of fees for the course of instruction including the registration fee under section 20.

(4) Where a person has contracted for a correspondence course at a private vocational school and exercises his option to void a contract under section 18 after part of the course of instruction has been supplied and serviced, clauses 21 (1) (d) and (e) shall apply except that the owner of the private vocational school is not entitled to retain the registration fee under section 20. R.R.O. 1980, Reg. 801, s. 23.

24. Where a private vocational school is required to refund any money under sections 21, 22 or 23, the private vocational school shall refund the money to the person entitled within thirty days of the receipt by the private vocational school of the notice referred to in section 18, 21 or 22, as the case may be. R.R.O. 1980, Reg. 801, s. 24.

25.—(1) Where a private vocational school has after the commencement date of a course of instruction dismissed a student due to academic failure, contravention of a school regulation, misconduct or failure to pay the required fees under a written contract for a course of instruction and the private vocational school has satisfied the Superintendent that the dismissal was for good cause, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the student except,

- (a) the registration fee under section 20;
- (b) the proportion of the fees for the course of instruction that the part of the course of instruction supplied and serviced to the date of dismissal bears to the course of instruction; and

(c) 10 per cent of the difference between the fees for the course of instruction and the proportion of the fees that the part of the course of instruction supplied and serviced to the date of dismissal bears to the course of instruction. R.R.O. 1980, Reg. 801, s. 25 (1); O. Reg. 499/81, s. 8.

(2) Where a private vocational school has dismissed a student under subsection (1), the private vocational school may retain, in addition to the moneys referred to in subsection (1), an amount required to repair or replace any property of the private vocational school that has been damaged or destroyed as a direct result of the action or conduct of the dismissed student and the private vocational school has satisfied the Superintendent that such damage or destruction was caused by the wilful action of such student. R.R.O. 1980, Reg. 801, s. 25 (2).